

June 14, 1995

TO ALL FIELD SALES PERSONNEL

SUBJECT: Vehicle Expenses/Alarms

Effective immediately, the following vehicle expense charges have been amended:

Car Washes

Car washes should be limited to no more than one per month. Drivers of Company vehicles are encouraged to take advantage of the free car washes offered by many service stations when filling up with gasoline. This procedure is being implemented to help reduce the \$325M spent annually on car washes. The Region Operations Manager will be responsible for ensuring that this policy and procedure is followed.

Storage Fee

Drivers of Company vehicles are no longer authorized to charge a monthly vehicle storage fee.

This procedure was originally implemented to protect the tobacco products we were carrying. Since we are no longer carrying car stock, it will not be necessary to incur this expense. The Region Operations Manager will be responsible for ensuring that this policy and procedure is followed.

Company Vehicle Alarms

Also, effective immediately, no repairs should be made to alarms currently in use and since field sales personnel are no longer carrying car stock, alarms will not be authorized on new Company vehicles.

SALES DEPARTMENT

51846 9419